

<https://www.3ecpa.com.hk/job/corporate-secretarial-executive/>

Corporate Secretarial Executive – Accounting Firm

Description

3E Accounting Hong Kong is currently looking to appoint a Corporate Secretarial Executive to join their company secretarial team in Hong Kong office.

3E Accounting Limited aims to be the leading corporate service provider and top accounting firm in Hong Kong providing One-Stop Solution services for our clients.

[3E Accounting Pte Ltd](#), Singapore is the global headquarters of [3E Accounting International](#), an International Accounting network with a global presence in more than 70 countries worldwide.

Our Mission

To offer the Three Es: efficiency, effectiveness and economy, all part of our One-Stop Solution services for our clients.

Our Vision

The World's leading corporate service provider, offering services beyond excellence.

Remuneration is commensurate with qualifications and work experience. Qualified and interested candidates should email their resume to info@3ecpa.com.hk

Please state your current and expected salary and include in the CV a digital photo of yourself.

Job Responsibilities

- Handle full range of company secretarial works
- Prepare incorporation documents, update record and handle clients' incoming enquiries
- Ensure all statutory rules and regulatory requirements are met
- Liaise with other professionals, government authorities and professional firms in connection with legal, statutory compliance and company secretarial issues
- Perform other ad hoc duties as assigned

Requirements

- Degree holder with a minimum of 3 years' relevant experience
- Good knowledge of corporate secretarial law and familiar with Companies Ordinance, rules and regulations of regulatory bodies
- Experience in communicating with clients in provision of corporate service is an advantage
- Attention to detail with high degree of accuracy
- Independent and able to work under pressure
- A can-do attitude that takes initiative and thrives in a start-up environment
- Should be looking for a long-term career prospect

Hiring organization

3E Accounting Limited

Employment Type

Full Time

Industry

Accounting Firm

Job Location

Hong Kong, 999077, Hong Kong, Hong Kong, Chinese Special Administrative Region

Working Hours

Mon – Fri: 9:00 to 18:00

Base Salary

HK\$ 25000 - HK\$ 40000

Date posted

July 1, 2019

Valid through

December 31, 2019